

Board of County Commissioners
Leon County, Florida

Policy No. 96-3

Title: Cellular Phones; Pagers; and 2-Way Radios
Date Adopted: 2/13/96
Effective Date: 2/14/96
Reference: N/A
Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners that:

Issuance

1. Cellular phones, pagers and 2-way radios, owned and/or leased by the County, will be issued only to the following County personnel:
 - a. officials or employees whose job responsibilities require the use of such technology for the efficient provision of County services, or for the safety of employees in the provision of county services;
 - b. officials or employees whose job requirements include emergency response or on-call duties;
 - c. County Commissioners;
 - d. other personnel as approved by the County Administrator.
2. All purchases of such technology must be approved by the receiving department director and the County Administrator.
3. The Management Information Systems Division (MIS) shall be required to review and sign-off on all requests for such technology to ensure compatibility with existing systems, and to ensure that the County is receiving the best possible price for purchase and usage charges for such technology. Where possible, MIS shall standardize such technology purchase, repair, and usage contracts with private vendors or service providers.

Use

4. All County officials or personnel shall be required to sign a "Usage Agreement" with the County which shall denote the receipt of the technology and an understanding of the usage guidelines.
5. It shall be the responsibility of the MIS Division to develop and maintain usage contracts and guidelines.
6. All County personnel shall use this technology for County business, except when the personal use of this technology cannot be avoided. All expenses associated with any personal use of this technology shall be reimbursed to the County.
7. All expenses for the use of such technology by the County for County business shall be paid from the operating budget of the receiving department or division.